



## Human Resources

DATE POSTED: April 15, 2005

REQ. # 05-095

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

**2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652**

**Telephone (772) 462-1546 Jobline (772) 462-1967**

**<http://co.st-lucie.fl.us>**

This position must be posted for at least five (5) working days from 04-15-2005 TO 04-21-2005, but will remain open until filled.

DEPARTMENT/DIVISION
AGRICULTURE

POSITION AVAILABLE
PROGRAM SPECIALIST - WIND MITIGATION

# OF OPENINGS
1

STARTING SALARY
\$14.36 / hour

COMMENTS
<b>THIS POSITION IS FUNDED BY A GRANT. ITS CONTINUANCE IS CONTINGENT UPON ITS FUNDING ON A YEARLY BASIS.</b>

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE: 757**  
**PAY GRADE: 16**  
**SALARY: \$14.36 - \$22.07**  
**PROGRAM SPECIALIST – WINDSTORM MITIGATION**

**MAJOR FUNCTION:** Professional work in planning, developing and implementing an effective educational program.

**KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:**

**Knowledge:** Knowledge of construction practices. Knowledge of windstorm damage prevention practices and methods is preferred.

**Abilities:** Ability to organize groups, establish programs and conduct educational classes. Ability to deal effectively with the general public and co-workers. Ability to work with a wide variety of audiences. Ability to establish and maintain effective working relationships with the public and fellow employees.

**ESSENTIAL JOB FUNCTION:** Assist in planning, developing and implementing effective educational programs in windstorm damage prevention. Identify key citizens and agencies who might support or work with the wind mitigation program and communicate needs of local people to the grant manager. Helps to identify needs, interests and problems of home owners in the county. Interprets windstorm mitigation information and extension policies and procedures to the public. Maintains good working relations with other agencies by helping to keep channels of communication open. Assists the grant manager in project or activity promotion and publicity. Organizes special interest groups to meet particular needs and interests related to the grant. Conducts county programs and events as assigned. Keeps records of activities and prepares reports. Assists with and/or makes simple charts and other visual aids and educational materials for demonstration purposes. Performs related work as required.

**ESSENTIAL PHYSICAL SKILLS:** Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing. Must be able to communicate clearly and concisely. Occasional walking and frequent standing. Ability to occasionally lift 30 pounds.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Constant work in sedentary position in office setting. Occasional exposure to inclement weather during visits in the field.

**WORK HAZARDS:** Possible eye strain due to heavy computer usage.

**SAFETY EQUIPMENT USED OR NEEDED:** None.

**EDUCATION:** Associate Degree in building construction or related field. A comparable amount of training or experience may be substituted for the minimum qualifications.

**EXPERIENCE:** Experience in the field of building construction and/or windstorm damage prevention practices preferred.

**LICENSE, CERTIFICATION OR REGISTRATION:** Valid Florida driver's license and good driving record required.

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